

CITY OF BURBANK

RECREATION COORDINATOR

DEFINITION

Under direction, coordinates, organizes, and conducts a variety of recreational, cultural, and community service programs, including, but not limited to, day camps, aquatics, youth, seniors, sports, teens, classes, cultural arts, special events, child care and nature programs; develops and plans program activities, services and registrations; coordinates contractual services; and to do related work as required.

ESSENTIAL FUNCTIONS

Under direction, plans, organizes, publicizes, coordinates, and conducts a comprehensive offering of recreation classes and community events; handles multiple tasks and assignments; assists with facility maintenance, programming and monitoring of facility use; ensures necessary precautions are taken for the safety of participants and spectators; assists in the development and evaluation of programs and services; interviews, assesses, trains, supervises and evaluates independent contractors, employees, and volunteers; assists with staff meetings and in-service training; coordinates registration, fee collection, and record keeping; acts as liaison with school district and other agencies; prepares and presents written and oral reports as requested; designs, evaluates and recommends additions or modifications to programs or activities; determines facility equipment, scheduling and staffing requirements of programs and events; enforces policies and procedures; renders routine first aid when needed; operates general office equipment including personal computers; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – recreation and leadership techniques.
- Ability to - evaluate and coordinate numerous programs, motivate and guide staff; understand community needs; understand and implement written and oral instructions; communicate effectively orally and in writing; create a positive rapport with program participants, school officials, and the community at large.

Education/Training: Graduation from an accredited college or university with major work in Leisure Studies or closely related field and two years of paid leadership experience in a recreational, cultural, or community services program. **NOTE:** A degree is preferred; however, additional paid leadership experience may be substituted for the required education on a year-for-year basis for a maximum of two years. A Master's Degree in Leisure Studies or a closely related field may be substituted for one year of the required paid leadership experience.

Desirable Qualifications: Basic computer skills, and ability to communicate in a second language.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; Red Cross First Aid, CPR, and communicable disease certificates are required within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Basic computer skills, and ability to communicate in a second language.